Expenditures by Grantee Type

Line Item	CCG (5 line item budget)	MIP (5 line item budget)	TSO (7 line item budget)	I&E (7 line item budget)

Operating Expense
 	
Direct costs necessary to conduct day-to-day business
	Software
	Training project staff
	Audit
	Office space rental
	Equipment purchase/rental/lease
	General expense (usually includes the following items, but not limited to)
	  o Communications (Phone, cell phone, network)
	  o Office Supplies
	  o General Printing/Copying/ Duplicating
	  o Postage
	  o Equipment Maintenance
	  o Other Consumable goods
	  o Equipment maintenance
	  o Fingerprinting
	Copying/Printing/Duplicating materials used for participant/public
	Travel Project staff
	Training Project staff
	Utilities/Janitorial – (only if grant is sole source of income - otherwise in indirect
	Liability Insurance (max 1% of grant)
		Software
		Training project staff
		Audit
		Office space rental
		Equipment purchase/rental/lease
		General expense (usually includes the following items, but not limited to)
		  o Communications (Phone, cell phone, network)
		  o Office Supplies
		  o General Printing/Copying/ Duplicating
		  o Postage
		  o Equipment Maintenance
		  o Other Consumable goods
		  o Equipment maintenance
		  o Fingerprinting
		Copying/Printing/Duplicating materials used for participant/public
		Travel Project staff
		Training Project staff
		Utilities/Janitorial – (only if grant is sole source of income - otherwise in indirect)
		Liability Insurance (max 1% of grant)
			Software
			Training project staff
			Audit
			Office space rental
			General expense (usually includes the following items, but not limited to)
			  o Communications (Phone, cell phone, network)
			  o Office Supplies
			  o General Printing/Copying/ Duplicating
			  o Postage
			  o Equipment Maintenance
			  o Other Consumable goods
			  o Equipment maintenance
			  o Fingerprinting
			  o Equipment Purchases $4,999 and under
			Copying/Printing/Duplicating materials used for participant/public
			Utilities/Janitorial – (only if grant is sole source of income - otherwise in indirect)
			Liability Insurance (max 1% of grant)
				Software
				Training project staff
				Audit
				Office space rental
				General expense (usually includes the following items, but not limited to)
				  o Communications (Phone, cell phone, network)
				  o Office Supplies
				  o General Printing/Copying/ Duplicating
				  o Postage
				  o Equipment Maintenance
				  o Other Consumable goods
				  o Equipment maintenance
				  o Fingerprinting
				  o Equipment Purchased $4,999 and under
				Copying/Printing/Duplicating materials used for participant/public
				Utilities/Janitorial – (only if grant is sole source of income - otherwise in indirect)
				Liability Insurance (max 1% of grant)

Equipment	XXX see operating expense XXX	XXX see operating expense XXX	Equipment $5,000 & over	Equipment $5,000 & over
Travel & Per Diem Cost for grantee staff only – participant travel in Other Costs	XXX see operating expense XXX	XXX see operating expense XXX	Travel Project staff – includes cost for conferences and regional meetings	Travel Project staff – includes cost for conferences and regional meetings
Line Item	**CCG** (5 line item budget)	**MIP** (5 line item budget)	**TSO** (7 line item budget)	**I&E** (7 line item budget)

Expenditures by Grantee Type

| Other costs

Costs not covered in the line items above | Educational Materials – i.e. curriculum, publications, and other materials for education programs, etc purchased or duplicated for participant use
Incentives (Includes transportation for non-service related activities)
Food
Program Space Rental
Training cost for participants
Transportation/Travel cost to assist participants to obtain project services (includes bus passes)
Stipends
Advertisement/Participant Activity | Educational Materials – i.e. curriculum, publications, and other materials for education programs, etc purchased or duplicated for participant use
Incentives (Includes transportation for non-service related activities)
Food
Program Space Rental
Training cost for participants
Transportation/Travel cost to assist participants to obtain project services (includes bus passes)
Stipends
Advertisement/Participant Activity
Administrative support to subcontractors | Educational Materials – i.e. curriculum, publications, and other materials for education programs, etc purchased or duplicated for participant use
Incentives (Includes transportation for non-service related activities)
Food
Program Space Rental
Equipment Rental/Lease
Training Project staff, volunteers or youth (registrations and training fees)
Transportation/Travel cost to assist participants to obtain project services (includes bus passes)
Stipends
Advertisement/Participant Activity
Administrative support to subcontractors | Educational Materials – i.e. curriculum, publications, and other materials for education programs, etc purchased or duplicated for participant use
Incentives (Includes transportation for non-service related activities)
Food
Program Space Rental
Equipment Rental/Lease
Training Project staff, volunteers or youth (registrations and training fees)
Transportation/Travel cost to assist participants to obtain project services (includes bus passes)
Stipends
Advertisement/Participant Activity
Administrative support to subcontractors |